



**IIS
SPACE**



**Fiontar
Group**

Contractor Induction

Project Responsibilities

Management Responsibilities:

- Safe method of work, with safe equipment
- Safe place to work and safe access to the place of work
- Enforce systems, standards and controls

Employee Responsibilities:

- Duty to take care of themselves, *and* others, report problems and hazards including pollution or potential polluting incidents
- Check their own tools and issued equipment
- Co-operate and comply with rules, equipment and permit restrictions
- Duty to act or inform and not to omit or conceal

No job is so urgent that cannot *take the time to do it safely*

Project Management



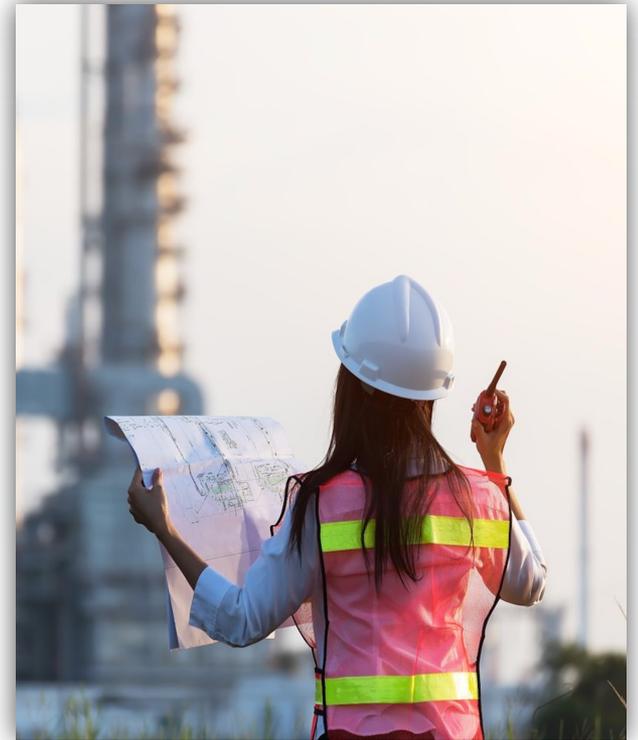
Before work will commence you will be introduced to your site management team.

The management team will be available throughout the project to answer any questions you may have regarding the work assigned to you.

Project Details

The project details will be outlined prior to any work commencing.

The project details will outline the job being carried out, the duration of the project and any additional information that may be of concern to workers on site.



Site Security/Access

The safety of any project is vital to ensure the safety of children and members of the public and to comply with our legal compliance. It is important that we all play a part in ensuring safety is maintained. With this it is important that should you see something that may be in breach the security guidelines of the site, please bring it to the attention of the management team.

As part of the project, you may be required to wear and display photographic identification.

Access to the site is via agreed entrance by the client and information can be found with your site manager.

All persons entering the site must enter via this point and **MUST** sign in prior to entering the site and sign out when leaving. This is a vital requirement in the event of an emergency.



Site/ Project Layout

Work safety: Take care of your own safety and of others. Always work in accordance with your Method Statement. Identify and report hazards immediately to your managers on site.

Parking is limited on all construction projects and this no different. We would ask you to were possible try to use transport links available or car share to reduce the level of carbon footprint that the project will produce.

Site logistic plan is displayed on the site notice board with relevant information.

No flammable material will be permitted to be stored on site. While on this project site may we ask you to follow all traffic management signage displayed and local traffic rules outside.



Competence



As part of this induction, you will be required to provide proof of training and competence for the role you wish to carry out on this project. The Company policy requires all operatives working on site to hold as a minimum a valid Safe pass Card and manual handling certificate. Proof of competence will also be required for any plant or equipment that you may use on this project including scaffolding.

All PPE should be provided by your own company based on the assessed needs of the risk assessment. The minimum requirement on this project is Hard Hat, Hi-Viz vest and safety footwear. Do not attend site without any of the minimum items. Talk to your line manager if necessary.

Free PPE will only be provided to staff and visitors on behalf of the client and project.

PERMITS REQUIRED

HOT WORKS PERMIT: This permit is for Contractors to carry out works which involves Hot Works e.g., any activity that involves open flames or producing heat or sparks. This includes grinding, welding, drilling, brazing, cutting with oxyacetylene, soldering and use of heat-guns or blow torches.

Only undertake hot works if permitted to do so by the Site Manager through the issue of a permit to work.

WORKING AT HEIGHT PERMIT (use of ladders):

This permit is for Contractors engaged to carry out works which involves Working at Heights. Work at Height is work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place.

Only undertake Works at heights if permitted to do so by the Site Manager through the issue of a permit to work.



Emergency Procedures

Assembly Point: Information about the assembly point would be available on the notice board.
Please, ensure to be familiar with the content.

Fire can be a major risk on any project site and therefore on this project we would ask you to follow the simple precautions below;

Any works that will produce heat/naked flame/spark etc will require a permit to work and smoking is not permitted anywhere on site. The smoking area is located.

All fire occurrences should be reported to senior management and flammable materials should not be stored on the project site.

In the event of a fire please follow the advice below;

- Alert management/staff to the fire using the wireless alarm systems at each fire point located on each floor.
- If possible and without danger to yourself, tackle the fire with the fire extinguishers located at the main exits
- Evacuate to the Assembly Point.
- Always respond to the alarms and report the Assembly point.
- Do not endanger yourself – if in doubt, get out.



Fire-Fighting Equipment

Fire-fighting equipment has been provided on this project in the event of an emergency. It has been placed in key areas and we would ask to respect this by not moving it, using it to hold open doors or obstructing them.

Fire points will be highlighted with Fire Point signage and will contain either;

CO² - Electrical Fires

Dry Powder – Electrical and Liquid Fires

Foam – Liquid Fires

Water – Wood, Paper, Textile and Solid Materials.

Each project will have a number of Fire Wardens and their names will be displayed on the main notice board.

Do not attempt to use Fire extinguishers if you are not trained to do so. Seek for the site Fire Warden in case of emergency or evacuate the building immediately.



First Aid

First Aider: Check Site Notice Board



First Aid provisions have been provided on this project and will be located within the Site Office.

Management staff have been trained in the requirements of first aid if you require them. Your main first aider on this project is the site manager.

Details of the names of the First Aiders will be displayed on the main notice board at the signing in point and local emergency numbers will also be displayed at this location along with a traffic route to the nearest hospital.

Please take time to review these documents.

Incident Reporting

All incidents/accidents and near misses must be reported to Management no matter how minor you may think these are. You will be required to complete an incident report form and provide details surrounding the incident.

The accident and incident forms for this project is located within the Site Office.

There are various posters around site showing a QR code, scan this code with your smartphone camera and you can instantly email a near miss to our safety team. They are quicker the information reaches our safety team the quicker we can put in preventative measures and potentially save someone's life



Welfare Facilities



As part of all projects the company provide welfare facilities for your use and convenience, therefore we would ask you to respect these and report any vandalism or defect that you may find.

A canteen area has been provided for your use with the minimum requirements of a microwave, kettle and fridge.

Toilets have also been provided on this project for your use.

Check Site Logistic Plan available on the site Notice Board

If you have any religious requirements e.g leaving for prayers etc, please let the Site Manager know and they can facilitate this for you.

Work Equipment

Only competent, trained personnel are permitted to operate plant and equipment on this project. Please provide details of training and competence to use plant and equipment on your induction form.

All plant and equipment that is brought to site must have a valid test certificate as required under current regulations and will be required to have relevant test/inspections carried out on them. As a contractor you are required to provide copies of certification to the Site Manager

You are also required to carry out daily and weekly inspections and provide proof of these to Site Management.

This will include portable appliance testing (PAT) for all electrical equipment on site. Regular inspections of such equipment must be carried out and copies provided to Site Manager.



Risk Assessment & Method Statements



Prior to starting on site and at the end of this induction you will be required (if not completed already) to review your method statement and risk assessment. This will ensure that you have been briefed and are aware of the safe system of work that should be followed. We ask you to raise any concerns that you may have at this stage.

A method statement and risk assessment must be provided for all tasks that are going to be carried out on this project. The documents should detail in simple terms how you plan to carry out the task, what the risks are associated with the task and the controls that you plan to put in place to reduce the risk to you and others around you.

A blank Method Statement and Risk Assessment form can be provided for your use if required and help completing these can be given by Fiontar Group.

You will be required once a week to attend a safety briefing talk that will cover a relevant topic affecting the project. We would welcome your feedback at this stage on any Health, Safety or Environmental matters that are of concern on the project. The Management team will endeavour to resolve these matters as soon as possible.

Alcohol & Drugs Policy

Our Company has a zero-tolerance policy regarding persons working under the influence of alcohol or drugs. Random alcohol and drugs testing may be carried out as part of this project.

You may be required to give a sample as part of this test and refusal will result in you being asked to leave site.



Dress Code

Our Company has a strict policy on dress code. We expect all operatives working on our sites to ensure they wear only appropriate PPE. No ripped trousers or damaged clothing is permitted to be worn on our sites.

When in client areas please ensure you remove PPE and wear suitable footwear to ensure client areas are kept clean.



IIS SPACE **SITE SAFETY STARTS HERE**

All personnel must comply with the Health & Safety Plan for the Construction Phase which is available for inspection in the site office. **Failure to comply with the plans will result in being prohibited from site.** Any delivery drivers not wearing personal protective equipment (PPE) will be refused entry to this site.

All drivers and visitors must report to site office

Warning
Building Sites are dangerous.
Keep out.

No Smoking

No 240V Equipment to be used.

No Access for unauthorised persons.

Hand hats must be worn on this site.

Hand protection must be worn on this site.

High visibility jackets must be worn on this site.

Protective footwear must be worn on this site.

IIS apologise for any inconvenience caused during these works.

The signage features a central image of a construction worker in full PPE (hard hat, high-visibility vest, gloves, and boots) with five circular icons to the left detailing specific PPE requirements: hard hats, hand protection, high-visibility jackets, and protective footwear. The sign also includes a first aid symbol, a warning symbol, and prohibitory signs for smoking, 240V equipment, and unauthorized access.

SMOKING POLICY



Smoking is NOT permitted on site and a designated discreet smoking area will be clearly marked.

Employees must NEVER wear branded PPE when smoking and must always use ashtrays provided.

Bullying and Harassment

- The management team will not tolerate any form of bullying and harassment in the workplace. Examples of bullying or harassment may include the following;
- Physical contact, verbal abuse, implied threats, jokes, offensive language, gossip, slander, offensive songs, posters, photocopied cartoons, graffiti, obscene gestures, persuasion for sexual favours, intrusion by pestering, spying and stalking. Repeated requests giving impossible deadlines or impossible tasks. Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual. Vandalism of personal property (destroying clothing etc.)
- Please note that this is not an exhaustive list.
- All IIS Space Employees and Management are notified of their responsibilities with regard the mutual respect of others in the workplace. Failure to comply with this will result in disciplinary action.





IIS Space Ltd recognise that everyone has a contribution to make to our society and a right to equal opportunity.

No job applicant or organisation/individual to which we provide services will be discriminated against by us on the grounds of:

- gender (including sex, marriage, gender re-assignment);
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion or belief;
- Age

We aim to promote equal opportunities, eliminate discrimination and eliminate harassment by following our Equal Opportunity Policy.

Our site manager will be happy to provide you a copy of our policy if requested

Personal Items



The use of radios and mobile phones are not banned on site; however their use is restricted. Radios can be used in certain locations on the Site Managers approval and must be kept at low level as to not cause nuisance to other workforces.

Mobile phones should only be used at designated area which is clearly signed and should NEVER be used when operating any plant or machinery on site.

We would ask that if you must use your mobile phone you do the following;

- Stop any work that you are doing.
- Stand in a location that wouldn't pose a risk to you or others
- Don't use plant or equipment

The use of MP3's and headphones are not permitted on this project, and you will be subject to disciplinary procedures if found on site with them.

Hazardous Substances

Each project (if applicable) prior to starting will have an asbestos survey completed and this will be located in the site office with the Site Manager.

Areas that contain asbestos material will be appropriately marked and the Site Manager will provide you with more details on these.

If you are working on site and come across a material that you suspect may be asbestos, we would ask you to do the following;

- **STOP** any work that you are carrying out.
- Inform Site Manager
- Clear the area and have it sealed off
- Report the matter to the Contracts Manager

If you are unsure about anything while working on our project, please feel free to seek advice from our management team.



Control of Hazardous Substances

There is an integration of chemicals and hazardous substances on site. Staff must be aware of any hazardous substance that is being used on-site.

Material Safety Data Sheets (MSDS) and Risk Assessment are available for all chemicals.

- Staff must ensure precautionary measures are taken when using chemicals.
- The correct PPE to be worn when handling the chemicals this includes rubber gloves and goggles.



Site Specific Issues

As you are aware each site on a different day and time will have a number of hazards that pose a risk to operatives, staff and members of the public. The Site Manager will now discuss some matters that may affect you on this project.

Working at Heights

All working at height must follow the Hierarchy of Control as detailed below;

Avoid – work at height where you can.

Prevent – falls of falling objects/people. (Scaffolding, MEWP's etc)

Minimise/Mitigate – using fall arrest systems, airbags/safety nets etc.

The works should be carried out by competent and trained personnel only and copies of such training must be provided. Depending on the type of work being carried out you may have to provide a work at height rescue plan.

The Site Manager will provide more information on working at height equipment that is being used on this project.



HOUSEKEEPING

All work areas should be kept organized, clean and tidy.

Employees should respect others within the surrounding area and must adopt the Clean as You Go Policy, which will in turn reduce hazards for all on site.

Weekly inspections will be carried out by the Site Manager to ensure everyone is keeping to the standards expected.



WASTE MANAGEMENT

There are a number of skips available on site for disposal of waste products.

Ensure you make yourself aware of the different skips onsite.

As an employee it is your responsibility to ensure that all waste products are segregated and disposed of into the correct skips.



HELP THE ENVIRONMENT

Everyone must follow the Pollution Prevention Guidelines (PPGs) to manage your environmental responsibilities to prevent pollution and comply with the law.

We recommend you regularly check and review what you do to make sure you're up to date with legal requirements and good practice.

Reduce, reuse and recycle where possible and always use the waste recycling bins provided.

Plan your activities carefully to help you do this and avoid waste and refer to the Environmental Control Document for this site.

Pollution Control



DISCIPLINARY PROCEDURE

IIS has introduced a red and yellow card procedure to target certain high-risk breaches of health and safety systems.

There are two levels of breaches. A breach is an "offence". A **Red Card** will be issued for the most serious offences and will result in immediate removal from the site. A **Yellow Card** is issued for offences that are less serious.

All offences will be dealt with using this process.

Examples:

Red Card: Unsafe work at height

Yellow Card: Not wearing hard hats

Other systems are in place for ineffective safe systems of work. These will be issued as notices.

Improvement Notice: Will be issued where there is failure to comply with safe systems of work in operations on-site.

Prohibition Notice: Will be issued where there is a serious risk of injury.

CONSIDERATE CONSTRUCTORS SCHEME

IIS Space are proud members of the Considerate Constructors scheme, please ensure you adhere to all instructions given in relation to this.



The Considerate Constructors Scheme is a non-profit-independent organization founded in 1997 by the construction industry to improve its image.

The Scheme is concerned about any area of construction activity that may have a direct or indirect impact to the general public, the workforce and the environment.

We want all construction sites to present an image of competent management, efficiency, awareness of environmental issues and above all neighborliness.

We can achieve this by monitoring registered sites, companies and suppliers, and displaying posters around the construction sites

Questions

If you have any questions regarding the project, don't hesitate in asking one of the site management team members or contractors on site.



Remember – Think Safe, Work Safe, Stay Safe

